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5-2462

JUL 2 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Transfer of Ceiling Slots within the DD/I Area

1. The DD/I requests that the present ceiling allocation to Office of Research and Reports and Office of Collection and Dissemination be amended to reflect the transfer of twelve ceiling slots from ORR to OCD to meet additional requirements under NSCID 16 of the Foreign Branch of the CIA Library for the procurement, indexing, and exploitation of foreign language documents. (Tab A)
2. This request is in accordance with the revision of the OCD T/O approved by you on 11 March 1954.
3. The Office of Personnel concurs in the transfer request noting that Position F-1021 would be the only position remaining in the Special Projects Section, Strategic Controls Support Branch, Economic Defense Division, ORR. (Tab B)
4. The Comptroller concurs and states (Tab C) that adjustments have already been made in the FY 55 operating budget.
5. The Office of Research and Reports proposes to accomplish their internal personnel adjustments to effect this transfer of twelve ceiling slots to OCD by the deletion of twelve specified slot numbers as shown in Tab D.
6. The Management Staff is currently working with ORR on the planned reorganization of the Economic Defense Division; and you will receive in the near future a proposal accounting for the one position to be left for the present in the Special Projects Section.
7. Approval of the deletion of the twelve positions from the ORR T/O (Tab D) and transfer of twelve ceiling slots from ORR to OCD is recommended.


Chief, Management Staff

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ATTACHMENTS:


- Tab A - Proposal
- Tab B - Concurrence of DAD/P
- Tab C - Concurrence of Budget Div.
- Tab D - List of Ceiling Slots
to be Transferred

APPROVED:

Date:

8 Jul 54

FOIAb3b


L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - DD/A
- 2 - Asst. to the DD/I (Admin)
- 1 - Comptroller
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MS 172
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Executive Record
5-6377

4 June 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Chief, Management Improvement Staff


SUBJECT : Transfer of Ceiling Slots Within the DD/I Area.

REFERENCES : (1) Memorandum from AD/CD for DD/A dated 28 January 1954. Subject: OCD T/O Changes.
(2) Memorandum from the Comptroller to DD/A dated 4 March 1954. Subject: Proposed OCD T/O.

1. In accordance with the revision of the OCD T/O approved 11 March 1954 by the DD/A, the DD/I has approved, with the concurrence of the AD/RR, the transfer of twelve ceiling slots from ORR to OCD to meet in part the additional requirements under NSCID 16 of the Foreign Branch of the CIA Library for the procurement, indexing, and exploitation of foreign language documents.

2. It is requested that the present ceiling allocation to ORR and OCD be amended accordingly to reflect the above transfer.

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ROBERT D. WILLIAMS
Assistant to DD/I (Admin.)

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MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer of Ceiling Slots within
the DD/I Area

REFERENCES : 1. Memorandum from Assistant to the
DD/I (Admin) for DD/A dated 4 June
1954, same subject.
2. Memorandum from AD/RR for DD/A
dated 16 June 1954, same subject.

1. This Office has reviewed the proposal in
referenced memoranda and there are no classification
objections thereto.

2. This Office has been verbally informed by
the Deputy Chief, Administrative Staff, ORR that Posi-
tion F-1021, the only position in Special Projects Sec-
tion, Strategic Controls Support Branch, Economic Defense
Division, ORR not transferred under the terms of subject
proposal, will be transferred and the Special Projects
Section abolished under a forthcoming proposal for the
reorganization of the Economic Defense Division.


Deputy Assistant Director for Personnel

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Attachments
Referenced Memoranda

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JUN 29 1954

Approved For Release 1999/09/20 : CIA-RDP78-03568A001000030039-5

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and return*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 30 June 1954

FROM : Chief, Budget Division

SUBJECT: Transfer of Ceiling Slots within DD/I Area

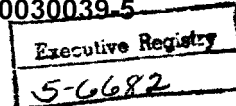
1. Reference is made to copy of memorandum dated 4 June 1954 from the Assistant to DD/I (Admin) regarding the transfer of 12 ceiling slots from the Office of Research and Reports to the Office of Collection and Dissemination to provide for OCD requirements under NSCID 16.

2. Financial adjustments have been made in the respective fiscal year 1955 Operating Budgets of these two Offices to provide for the transfer of the 12 slots.

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MEMORANDUM FOR: Deputy Director, Administration

ATTENTION : Chief, Management Improvement Staff

THROUGH : Deputy Director, Intelligence

ATTENTION : Special Assistant (Admin) to the DD/I

FROM : Assistant Director, Research and Reports

SUBJECT : Transfer of Ceiling Slots Within the DD/I Area

1. Reference memorandum dated 4 June 1954, Subject, Transfer of Ceiling Slots Within the DD/I Area; From, [REDACTED], Special Assistant to the DD/I (Admin), and verbal conversation with [REDACTED] of the Management Improvement Staff, you are hereby advised that 12 ceiling positions have been made available for reassignment from ORR to OCD in accordance with instructions of the DD/I.

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2. The specific slots which may be released at any time are:

Economic Defense Division

Slot Nos. F-471.01
F-1020
F-1022
F-1031
F-1016

Materials Division

F-1141
F-248.01
F-1161.01

Services Division

F-403.01
F-1177.02

Geography Division

F-148.02

Cartography Division

F-876

JUN 16 1954

3. This office will take no further action in this case unless further instructions are received.

FOR THE ASSISTANT DIRECTOR



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Chief, Administrative Staff, ORR